

## **USD 210 Employee Code of Conduct**

BOE approved on July 16, 2012

The USD 210 Board of Education believes that a safe, orderly and comfortable environment along with quality administrators, teachers, and support staff are essential components for student success. Further, the Hugoton public school system shall cultivate a learning community in which all students engage in learning, strive for excellence, and are supported to achieve their fullest potential. All school district employees play an important role in this process. To this end, as part of employment in USD 210, district employees are expected to follow all district policies including the following standards that will serve as positive messages to the students whom we serve.

- ❖ **All information regarding any student is to remain confidential.**
- ❖ **Employees should always share positive information about our schools and school district.**
- ❖ **All district employees are part of the same team. Comments about colleagues shall be supportive.**
- ❖ **All employees will follow the direction of their direct supervisor within reason.**
- ❖ **Employees will not be allowed to use alcohol, tobacco in any form, or illegal drugs while in the school building or on school activities.**
- ❖ **Employees are to refrain from the use of inappropriate language.**
- ❖ **Employees will bring concerns to the attention of their direct supervisor. Chain of Command as defined by the school district's organizational chart is expected to be followed at all times.**
- ❖ **USD 210 will always respect human rights and individual needs. Any form of harassment, discrimination or bullying will not be tolerated.**
- ❖ **USD 210 upholds standards and expects accountability.**

I have read the USD 210 Employee Code of Conduct and will abide by the provisions as listed above.

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**Employee Signature**

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**Date**